

City of Chattanooga, TN
Personnel Class Specification
CLASS CODE 0871

FLSA: Exempt

CLASSIFICATION TITLE: FIRE CAPTAIN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/emergency work functions associated with overseeing fire station operations on an assigned shift or at an assigned station, responding to fire/medical emergency calls, driving/operating fire apparatus, fighting/suppressing fires, and providing basic life support to sick/injured persons.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Supervises activities on an assigned shift or at an assigned station; prepares logs/reports of shift activities; reviews documentation completed by staff members; oversees inspection, testing and stocking of fire vehicles and equipment; orders/maintains inventory of supplies; ensures performance of building maintenance tasks.

Coordinates daily work activities; organizes and prioritizes workload; makes work assignments; monitors status of work in progress; inspects completed work.

Ensures staff compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures staff adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Communicates with staff of adjoining shifts to gather/exchange information on problems, special situations, or other areas requiring attention.

Consults with supervisor, commanding officers, and other officials as needed to review department activities, provide incident status/progress, resolve problems, and receive advice/direction.

Responds to emergency calls for fire suppression, medical assistance, hazardous materials incidents, rescues, auto accidents, natural disasters, and other emergency situations; provides protection of life/property against fire; provides basic life support for medical/trauma patients.

Assesses emergency calls to determine need for additional assistance; assigns backup companies and crews to specific tasks.

Ensures fire station and personnel maintain a state of readiness/preparation for emergency response; checks/maintains stock of equipment and supplies on fire vehicles and in fire station.

Drives, operates, and monitors a variety of fire vehicles/apparatus; determines best route to reach location of emergency call; performs driving functions in various weather conditions in a safe and efficient manner; locates water supplies; positions fire apparatus; monitors equipment operations and reports problems.

Supervises layout/maneuvering of fire hoses, number of lines needed, and placement of ladders; operates pumps and directs stream of water or chemicals onto fire; disconnects and rolls used hoses; returns equipment to apparatus; climbs ladders of various heights to access upper levels of buildings and to perform rescue operations.

Suppresses, controls, and extinguishes fires.

Performs search, rescue, extrication of victims, and forcible entries; assists individuals from burning structures; ventilates smoke and gas from buildings; performs salvage and overhaul functions; coordinates cleanup activities.

Mitigates spills and releases of hazardous materials; implements site safety and control plan; controls, contains and/or confines hazardous substances.

Establishes openings in buildings for entrance or ventilation.

Secures incident scenes; assists with crowd control.

Assists in conducting fire investigations; gathers information for investigators; preserves evidence of arson; assists in identifying cause of fires; estimates damage caused by fire for insurance purposes.

Maintains familiarity with location/layout of buildings and location of hydrants in the district.

Inspects buildings for pre-incident plans, fire hazards, and compliance with fire prevention ordinances; conducts fire hydrant inspections.

Draws pre-fire plans; updates existing pre-fire plans.

Administers basic life support to sick/injured persons; assesses nature and extent of illness/injury; takes, records, and monitors patient's vital signs; administers initial treatment at emergency scene; performs invasive and non-invasive procedures on patients with life-threatening conditions, per established procedures or as authorized/directed by physicians.

Operates or utilizes various fire fighting and emergency medical equipment, tools, and supplies, which may include a fire engine/pumper, aerial ladder truck, pump apparatus, generator, air compressor, hoses, nozzles, connectors, hydrants, ladders, extinguisher, self-contained breathing apparatus, fans, extrication tools, chain saw, hydraulic tools, air lift bags, mechanic tools, axe, pry bar, rake, shovel, portable lights, battery charger, air monitoring equipment, blood pressure cuff, defibrillator, oxygen regulator, backboard, stethoscope, thermometer, diagnostic medical equipment, gauges, television, VCR, and radio communications equipment.

Re-loads equipment and apparatus following response to emergency calls; prepares apparatus for subsequent emergencies.

Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, checking fluid levels, replacing fluids, refilling tanks, bleeding air brakes, draining air tanks, changing batteries, greasing equipment, washing/cleaning equipment, cleaning work areas, sanitizing medical contamination areas, and removing/disposing of bio-hazard waste; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Maintains inventory levels of departmental supplies; initiates orders for new or replacement materials.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, or other software programs.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, logs, checklists, fire/medical incident reports, maintenance records, pre-fire plan drawings, supply orders, accident/injury reports, performance appraisals, or other documents.

Receives various forms, reports, correspondence, orders, logs, schedules, attendance records, medical records, pre-incident plans, maintenance records, drawings, maps, water flow charts, manuals, policies, procedures, reference materials, training materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains current manuals, policies/procedures, bulletins, or map books for reference and/or review.

Communicates with supervisors, employees, dispatchers, other departments, law enforcement officials, hospital personnel, ambulance personnel, property owners/occupants, patients, family members, utility companies, civic organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; responds to requests for service or assistance; returns calls as necessary.

Communicates effectively and coherently over radio channels while initiating and responding to radio communications.

Conducts department training activities.

Provides education to the public concerning fire safety and fire prevention; conducts tours of fire station and equipment; attends fire drills, fire inspections, and pre-incident surveys.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends shift meetings, training sessions, workshops and seminars as appropriate.

ADDITIONAL FUNCTIONS

Performs basic cleaning, laundry, housekeeping and repair tasks associated with maintaining fire station, grounds and related facilities, which may include cleaning station rooms, cleaning bathrooms, cleaning kitchen and appliances, washing windows, sweeping/mopping floors, mowing/edging grass, preparing meals, and disposing of trash; operates related equipment.

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in fire fighting and emergency medical treatment programs; supplemented by six (6) years previous experience and/or training that includes fire fighting, basic emergency medical treatment, and fire truck driving/operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Tennessee Certified Fire Fighter certification. Must possess and maintain valid Tennessee First Responder certification. Must possess and maintain valid Emergency Medical Technician certification. Must possess and maintain valid Hazardous Materials Technician

certification. Must possess and maintain valid Engine Driver/Pump Operator Certification. Must possess and maintain a valid Tennessee Driver's License with F endorsement.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, hazardous materials, violence,

disease, pathogenic substances, fire, smoke, unsafe structures, heights, and confined spaces.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.